

Weekly Report for Week Ending 7 December 1959
FROM
ARCHIVES AND RECORDS CENTER

1. Contributions

a. Tangible

- (1) Eight offices transferred 263 cubic feet of inactive records to the Center.
- (2) During the week 335 cubic feet of records were removed from the disposal area and burned, leaving an accumulation of 417 cubic feet in the disposal area. [] again furnished the manpower to accomplish this burning.

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2. Assignments

a. Active

None

b. Inactive

- (1) Consolidation of three sets of information reports into one record set.
- (2) Physical consolidation of VM and Records Center.
- (3) Physical inventory of holdings.

3. News

25X1 (1) [] of OCR completed the second day of his Records Center orientation.

25X1 (2) [] of DD/P and a member of Records Center Staff have completed inventorying the DD/P holdings. The DD/P locator file is currently being converted to the Kardex system used by the Center.

(3) Received one accession of TOP SECRET material of Security under the new procedure. However, the TS documents were sealed in envelopes and could not be opened by Center personnel. The TS numbers on the envelopes were checked against the manifest and receipt acknowledged for the envelopes only.

(4) Received stock levels and a disposition schedule for OCR reports from OCR. The disposition schedule will be implemented as the workload permits.

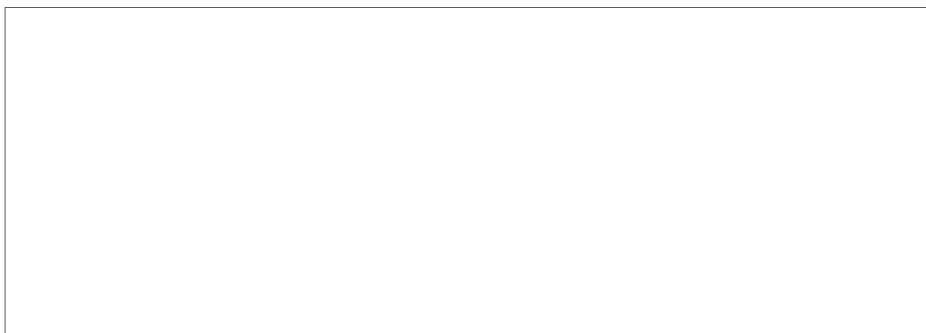
(5) The total holdings of the Records Center are 52,183 cubic feet.

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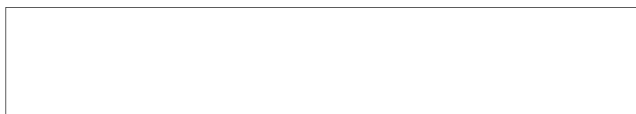
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4. Visitors



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